Contents
Festival and Athletic Event Permits ........................................................................... 3
Create a new permit ..................................................................................................... 4
Select Application Type .............................................................................................. 5
  Festival and Athletic Event Description .................................................................... 6
Applicants ..................................................................................................................... 7
Event Organizer .......................................................................................................... 8
  Add New Contact ...................................................................................................... 9
Production Company ................................................................................................. 10
Emergency Contacts .................................................................................................. 12
Event Scope ............................................................................................................... 14
Event Details .............................................................................................................. 16
  • Add Location Information ..................................................................................... 16
  • Event Schedule .................................................................................................... 18
  • Add Event Schedule ........................................................................................... 19
  • Add Event Schedule ........................................................................................... 20
  • Current Event ...................................................................................................... 22
  • Last Year’s Event .................................................................................................. 22
  • Community Outreach Plans ................................................................................ 23
  • Noise Control Plan .............................................................................................. 23
  • Waste Management Plan ................................................................................... 24
  • Service Providers ............................................................................................... 24
  • Add Service Providers ....................................................................................... 25
  • Safety and Security Plan .................................................................................... 26
Vendor Information ..................................................................................................... 28
Documentation ........................................................................................................... 31
Legal Agreements ....................................................................................................... 34
Application Status ..................................................................................................... 35
  • Application Fee ................................................................................................... 35
  • Review Status .................................................................................................... 36
  • Final Checks ...................................................................................................... 40
Permit issued .............................................................................................................. 41
To manage your account, sign in using your credentials.
Create a new permit
- Click the ‘Create New’ drop-down
- Select ‘Permit Application’

1. Click ‘Create New’
2. Select ‘Permit Application’
Select Application Type

- Select 'Festival and Athletic Event Permits'
Festival and Athletic Event Permits

Festival and Athletic Event Description

Event Description

- Name of Event
- Description of Event

Enter the name of your Event (required)

Select the ‘Event Type’ from the drop-down list. The options are Festival or Athletic Event

Enter a description for your event

Select ‘Next Step’ button to proceed
Event organizer is the only required applicant. Production Company is optional.
Event Organizer

- Selecting ‘Add Event Organizer’ button

Enter a name to search on.

Select the ‘Search’ button

- Selecting an Event Organizer

Find your Contact you want to add as the Event Organizer and select the ‘Select’ button

If you don't find your Contact, you can select the ‘Add New Contact’
Festival and Athletic Event Permits

Add New Contact

• Selecting the ‘Add New Contact’ button

![Image of Add New Contact form]

Select the drop-down identifying if your new Contact is ‘An Individual’ or ‘A Company’ (see below screen shot)

* indicates it's a required field

Once required fields are filled in, select the ‘Save New Contact’ button

• Your Event Organizer

![Image of Event Organizer form]

Select ‘An Individual’ or ‘A Company’ for your Event Organizer
Production Company

- Selecting ‘Add Production Company’ button

Enter a name to search on.

Select the ‘Search’ button

Find your Contact you want to add as the Production Company and select the ‘Select’ button

If you don’t find your Contact, you can select the ‘Add New Contact’
Festival and Athletic Event Permits

Add New Contact

- Enter New Production Company

Fill out the ‘Enter New Production Company’ pop-up

* indicates it’s a required field

Once required fields are filled in, select the ‘Save New Contact’ button
Emergency Contacts

- Add Emergency Contact Information

Select the ‘+Add Emergency Contact Information’ button
- Add Emergency Contact Information pop-up

- Click the ‘Next Step’ button to proceed
Event Scope

All Scope questions require a 'Yes' or 'No' response

The Application Number has been created

When all questions are answered, click 'Next Step' button
- When user answers ‘Yes’ to ‘Will food be served at your event?’, user will be asked to fill in how many vendors to expect.

- When user answers ‘Yes’ to ‘Will alcohol be served at your event?’, user will be asked to fill in how many expected vendors and how many serving locations.

- When user answers ‘Yes’ to ‘Are you selling spirits at your event?’, user will be asked to fill in how many expected serving locations there will be.

- When user answers ‘Yes’ to ‘Will you be selling merchandise at your event?’, user will be asked to fill in how many expected vendors there will be.

- When user answers ‘Yes’ to ‘Are you requesting a street closure for your event?’, User will get additional questions to answer.

When this question is answered with ‘Yes’, user will be expected to answer how many vendors.

When this question is answered with ‘Yes’, user will be expected to answer how many vendors and how many serving locations.

When this question is answered with ‘Yes’, user will be expected to answer how many serving locations.

When this question is answered with ‘Yes’, user will be expected to answer how many vendors.

When this question is answered with ‘Yes’, user will be expected to answer ‘Yes’ or ‘No’ to Divvy Bike Station or CTA bus service impacted.
Event Details

- +Add Location Information

* indicates it's a required field

Click '+Add Location Information
Add Location Information pop-up

Fill in required information

* indicates it's a required field

Select applicable street closure from drop-down

Click on 'Add Location Information' button when complete

Click the 'Add Location Information' button
Festival and Athletic Event Permits

Event Details

- Event Schedule

* indicates it's a required field

Click the ‘Add Event Schedule’ button
Festival and Athletic Event Permits

Event Schedule for a Festival

- Add Event Schedule
  - Click a date on the calendar

  - Click on a date on the calendar
  - Enter the ‘Start Time’ and ‘Stop Time’
  - Click ‘Add Event Schedule’

* indicates it’s a required field
Festival and Athletic Event Permits

Event Schedule for an Athletic Event

- Add Event Schedule
  - Click a date on the calendar

**Add Event Schedule**

- **Date**
- **Start Time**
  - February 2020
- **Stop Time**
  - 1
- **Step Off Time**
  - 2

- Click on a date on the calendar

- Enter the ‘Start Time’, ‘Stop Time’ and Step Off Time
- Click ‘Add Event Schedule’

**Add Event Schedule**

- **Date**: 06/27/2020
- **Start Time**: 8:00 AM
- **Stop Time**: 6:00 PM
- **Step Off Time**: 9:00 AM

- Click on ‘Add Event Schedule’
- Enter a ‘Start Time’
- Enter a ‘Stop Time’
- Enter a ‘Step Off Time’
Festival and Athletic Event Permits

- Event Details
  - Current Event
    - Enter ‘Estimated Total Attendance’
    - Enter ‘Sponsoring Organization’
    - Enter ‘Publication Phone Number / Website (optional)’

Select option ‘Yes’ or ‘No’ for the question ‘Is this a first-time event?’

* indicates it’s a required field
### Festival and Athletic Event Permits

**Event Details**

- Current Event
- Last Year’s Event

#### Current Event

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Total Attendance</td>
<td></td>
</tr>
<tr>
<td>Sponsoring Organization</td>
<td></td>
</tr>
<tr>
<td>Phone Number / Website for Publication</td>
<td></td>
</tr>
</tbody>
</table>

**Is this a first-time event?**

- Yes
- No

#### Last Year’s Event

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Year’s Location</td>
<td></td>
</tr>
<tr>
<td>Last Year’s Total Attendance</td>
<td></td>
</tr>
<tr>
<td>Last Year’s Date</td>
<td></td>
</tr>
<tr>
<td>Last Year’s Permit Number</td>
<td></td>
</tr>
</tbody>
</table>

Answering ‘No’ to ‘Is this a first-time event?’ will display ‘Last Year’s Event’. (All fields are optional)
Event Details

- Community Outreach Plans

Community Outreach Plans
Has this event already been publicized?

- Yes
- No

If this event has already been publicized please upload copies of any flyers, mailings or emails.

How will residents and businesses directly impacted by street closures, parking restrictions, and traffic be notified?

- Noise Control Plan

Noise Control Plan
If amplified sound will be used, the location of all stages and location and direction of all sound systems must be indicated on the Site Plan.

Amplified Sound Schedule
Start Time: 8:00 AM
Stop Time: 8:00 AM

What is the proximity of the sound system(s) to residential addresses?

Describe the sound system(s):

Explain how the sound will be controlled and identify the means by which it can be further controlled if necessary:

Answering ‘Yes’ to any of the questions on the ‘Event Scope’ page will give user this section. (All fields are optional)

Answering ‘Yes’ to ‘Will amplified sound or a public address system be used?’ on the ‘Event Scope’ page will give user this section. (All fields are optional)
Event Details

- Waste Management Plan

Waste Management Plan
Describe the Waste Management Plan

Will recyclable materials be collected at your event?

- Yes
- No

Answering 'Yes' to any questions on the 'Event Scope', page will give user this section.

- Service Providers

Service Providers

<table>
<thead>
<tr>
<th>Service Provided</th>
<th>Contact Name</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Add Service Providers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Answering 'Yes' to 'Are you requesting a street closure for your event?' on the 'Event Scope', page will require user to enter a type iii Service Provider.
**Add Service Providers**

<table>
<thead>
<tr>
<th>Service Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type III Barricade/Traffic Management Company</td>
</tr>
<tr>
<td>Ambulance/EMS Provider</td>
</tr>
<tr>
<td>Carnival Operator</td>
</tr>
<tr>
<td>Portable Toilet Vendor</td>
</tr>
<tr>
<td>Producing Agent</td>
</tr>
<tr>
<td>Propane Company</td>
</tr>
<tr>
<td>Security Company</td>
</tr>
<tr>
<td>Waste Management Company</td>
</tr>
</tbody>
</table>

- **Contact Name**, **Phone Number**, and **Email Address** are all optional.
- Click on the down arrow to select a ‘Service Provided’ option.
- Click ‘Add Service Providers’ button.
### Event Details

- **Safety and Security Plan**

  **Safety and Security Plan**
  
  Note: If applying for a large scale event, a detailed security plan may be requested.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Company Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Number of Private Security Personnel Per Shift</td>
<td></td>
</tr>
<tr>
<td>Describe your security and safety plan, including the number of private security personnel hired per shift:</td>
<td></td>
</tr>
<tr>
<td>Describe procedure for carding minors (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Describe procedure for preventing over-consumption of alcohol (if applicable):</td>
<td></td>
</tr>
<tr>
<td>If spirits / mixed drinks will be sold, describe the types of drinks and the alcohol ratio / content.</td>
<td></td>
</tr>
</tbody>
</table>

If the application is for a large scale event, a detailed security plan may be requested.
All of the fields in this section are required. If the area doesn’t pertain to the application, user can enter N/A in the box.

Once you have filled in all of the boxes, you can select the ‘Next Step’ button.
Vendor Information
This page will be available during the entire process. Even after a permit has been issued.

Click on the ‘+Add Food Vendors’ button to add food vendors

Click on the ‘+Add Food Truck Vendors’ button to add food truck vendors

Click on the ‘+Add Pop-up Retail Vendors’ button to add pop-up retail vendors

Click on the ‘+Add Liquor Vendors’ button to add liquor vendors
Vendor Name is all that is required.

Click on the 'Add Food Vendors' button to save information.

Vendor Name is all that is required.

Click on the 'Add Food Truck Vendors' button to save information.

Vendor Name is all that is required.

Click on the 'Add Pop-Up Retail Vendors' button to save information.
Vendor Name is all that is required.

Click on the ‘Add Liquor Vendors’ button to save information.

If you are not ready to add Vendors yet or you have and are ready to move forward, click the ‘Next Step’ button.
Festival and Athletic Event Permits

Documentation

- For Athletic event, you will need to upload a Route Map and a Site Plan. If you answered ‘Yes’ to the question ‘Has this event already been publicized?’, you will need to upload Miscellaneous documents such as flyers, mailings or emails.

This is the list of documents needed for your application process.

Click on the +Add Document button

Select the file type and the file you are uploading.

Click on the Choose File button
Festival and Athletic Event Permits

- Select your file to upload

- Select the option for your file

Click on the Upload button
Once documents have been uploaded, click the 'Next Step' button
Legal Agreements

- You will need to read and agree to the Legal Agreements before moving on in the application process.
Application Status

- Application Fee

You will need to pay all fees associated with your application for the DCASE department to review it. You can find the steps to pay your fees under the Documentation page from the home page.

You will need to pay all fees before your application can be reviewed.

Click on the ‘Add to Cart’ button to pay the fees.
**Review Status**

- The first review is the intake review. The DCASE team looks at your application and approves or denies.

Your application is currently being reviewed.

Any reviews that are needed will be listed here.
Festival and Athletic Event Permits

- Once the Intake Review has been approved, the rest of the reviews will be added for the departments that need to approve your application.

<table>
<thead>
<tr>
<th>Review</th>
<th>Date Completed</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Events OEMC Review</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>CTA Reviews all applications</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Streets and sanitation Review</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Health Department Review</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Special Events Fire Review</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>DCASE SE Permit Review</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Special Events Police Review</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Special Events Alderman Review</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Department Of Building Review</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Central Business District Validation Review</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Median or Median Landscaped Moratorium Review</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Traffic Moratorium Review</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>City Of Chicago Department Of Transportation</td>
<td></td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>DCASE SE Intake Review</td>
<td>2/17/2020</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>
Once all reviews are resulted, the page will look like this:

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<td>Approved</td>
<td></td>
</tr>
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<td>Approved</td>
<td></td>
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<td>2/17/2020</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>
• Fee Payment Status – Once reviews are all resulted, the CDOT fees will be added. These fees will need to be paid in order for the permits to be issued.

Click on the ‘Add to Cart’ button to pay your fees.
• **Final Checks** – Before your permit can be issued, you will need to upload your Insurance Certificate. (follow the steps for the documentation page from above)

Select the Documentation link to add your Insurance Certificate
Festival and Athletic Event Permits

Permit issued

- At this point, you will have your permits. You can select the ‘Print’ button and it will bring up your permits to print. This will be your permit for your event and your CDOT permit for street closures.

![Select the 'Print' button to print your permits](image-url)
Festival and Athletic Event Permits

You can go back to the Status page by clicking on the 'View Permit Status' button.

You can print your permits by clicking on the 'Print' button.

If you need assistance, please contact support for the appropriate department. If your question is about an existing permit application, please include your application number or the address of your application.
Festival and Athletic Event Permits

You will still be able to update your application with Vendor information and Documentation even after the permits have been issued. Click on the respective link.